



## CROSSMEN PRODUCTIONS INC

### JOB DESCRIPTION

Department: Administrative Team

Job Title: Tour Operation Intern

Reports to: Tour Managers, with a dotted line to the CEO/Corps Director

Start Date: May 14

End Date: August 11

### POSITION SUMMARY

Traveling more than 12,000 miles over 11 weeks covering more than 15 states takes a team of talented and dedicated tour administrators. The Crossmen Drum and Bugle Corps is looking for driven, energetic and organized people who love to travel to bring our 2019 production to fans all around the country. The Tour Team at The Crossmen is responsible for plotting a course that will safely get our performers, educators, designers and volunteers from show to show. This summer's tour includes more than 30 performances, 6 buses, 3 trucks, 2 vans and more than 300 meals from the middle of May to the second week of August. Our Tour Assistants must be quick on their feet, highly communicative and able to problem solve in an ever-changing environment. In return you will be able to say you help this World Class organization safely celebrate the season!

Must be highly motivated and self-starting.

### RESPONSIBILITIES

- Report directly to the Tour Manager & Corps Manager
- Communicate on a variety of topics to the entire organization
- Create and Execute Daily Schedules involving 154 performers, 40 plus support personal
- Teach and Implement all safety procedures
- Other responsibilities as they develop, based on interest areas and organization needs (Airport, food, medical car runs. Be on the advance team. Check housing sites in/out with the housing contact, and everything that it takes to run a world class drum corps operation)

### QUALIFICATIONS

- Bachelor's or Master's Degree (or in pursuit of this degree), or equivalent work experience in field
- 2 or more years of experience with a drum corps organization
- Experience in management or leadership a plus but not necessary
- Proficiency with Google Products, Dropbox and Microsoft Word
- Must be composed and be highly skilled in dealing with ambiguity
- Motivated with a strong work ethic
- Effective interpersonal communication skills
- Open to feedback, with strong desire to develop professional skills
- Must be highly organized, detail oriented, punctual, and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Attention to detail and accountability
- CPR Certification a plus (job training is available in this area)
- The ability to thrive in an ever-changing environment

### LOCATION & SCHEDULING

Internship positions will be structured around the corps' summer tour and require travel with The Crossmen. Summer Internship positions run from the months of May-August (*start and end dates are flexible and based on schedule*). Internship positions will require a 20-40 hours per week.

### WORK ENVIRONMENT/MINIMAL PHYSICAL REQUIREMENTS

- This position requires the consistent ability to lift heavy objects, sometimes up to 50lbs.
- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with Crossmen Productions, Inc. are considered to have supervisory or disciplinary action relationship over minors. Upon receiving an offer for the position, a background check must be filed and the employee must be cleared before the first day of employment.



### **COMPENSATION**

Positions are unpaid, with housing, transportation, and food provided to those who are traveling with the corps (summer). Interns are eligible to receive college credit, depending on their institution's policy.

### **APPLICATION PROCEDURE**

Please go online and fill the application at <https://bit.ly/2JEPJXF> . Please fill out the application honestly and accurately. If you have any questions, please contact [info@crossmen.org](mailto:info@crossmen.org).

### **SUMMER EMPLOYMENT**

Applicants may be subject to a screening project and a series of phone/live interviews as part of the evaluation process. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. The Crossmen Drum & Bugle Corps offers equal opportunity and treatment to all who apply and is committed to diversity.